

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is the first level of general police work in which the employee assists a more experienced officer in performing routine patrol duties necessary to support the police department's objectives of providing crime prevention, crime detection and offender apprehension, traffic regulation, and public assistance service to the citizens of Lake Charles. Police Officers are responsible for the enforcement of state and municipal laws, regulations and ordinances. Employees in this position perform law enforcement duties which may include administrative or specialized support functions to enhance or maintain the effectiveness and/or efficiency of the Lake Charles Police Department. Employees in this position should be assigned to work with a Corporal; however, should the need arise, they may be permitted the perform duties independently. This class ranks immediately below that of Police Officer First Class and supervision is received from a superior officer.

EXAMPLES OF WORK

(NOTE: The examples listed below indicate general type of work performed in these positions and are not intended to restrict duties to those listed.)

NOTE: This position is considered the beginning level of general police work and the following examples of work should be performed under the direct supervision of a certified officer.

Conducts routine patrol, inspecting the streets, buildings, autos, and establishments visually from the patrol car to detect unusual or suspicious circumstances that might indicate a crime in progress.

Conducts initial investigations of completed crimes, inspecting the crime site and questioning possible witnesses to prepare initial report on that crime.

Conducts investigation and takes appropriate action on complaints received concerning disorderly conditions, fights, peace disturbances, or gives other assistance that the public may require.

Stops and arrests traffic violators, issuing citations to persons committing moving violation offenses to prevent accidents.

Investigates accidents and issues citations to those persons reasonably thought to have committed a violation.

Directs traffic at high density intersections during peak periods to facilitate the orderly flow of traffic through the intersections.

Performs certain clerical duties in the police station such as sorting and filing material alphabetically, numerically, chronologically, and by other pre-determined categories; looks up information and material in files; records information and notes final dispositions.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must be not less than twenty-one (21) years of age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

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	09-12-57	05-05-95
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	08-12-67	12-03-04
	06-13-75	09-24-08
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